



*Embassy of the United States of America*

Lisbon, Portugal  
December 10, 2007

Dear Prospective Offerors:

Subject: Amendment A001 to Solicitation Number – S-PO500-08-R-0001

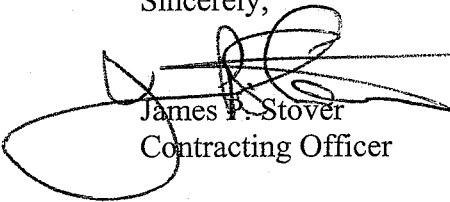
Attached please find Amendment A001 to the aforementioned solicitation and corresponding change sheets.

Prospective Offerors **must** acknowledge receipt of this amendment prior to January 4, 2008 by 5:00 p.m. by one of the following methods:

- (a) By completing Items 8 and 15 and returning 2 copies of the amendment;
- (b) By acknowledging receipt of this amendment on each copy of the offer copy of the offer submitted; or
- (c) By separate letter or e-mail which includes a reference to the solicitation and amendment matters.

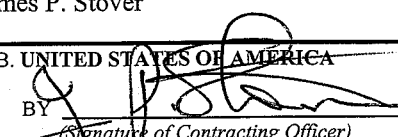
If you have any questions, please feel free to contact me by e-mail [stoverjp@state.gov](mailto:stoverjp@state.gov) or by telephone 21 770 2500 during regular business hours.

Sincerely,



James P. Stover  
Contracting Officer

Enclosures: Amendment A001  
Change Sheets (Page 11 and 13)

|   |  |                                 |                     |  |  |                                |  |
|---|--|---------------------------------|---------------------|--|--|--------------------------------|--|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |  |                                 | 1. CONTRACT ID CODE |  | PAGE OF PAGES<br>1   1                                     |                                |  |
| 2. AMENDMENT/MODIFICATION NO.<br>A001   |  | 3. EFFECTIVE DATE<br>12/10/2007 |                     | 4. REQUISITION/PURCHASE REQ. NO.   |  | 5. PROJECT NO. (If applicable) |  |
| 6. ISSUED BY<br><br>James P. Stover, Contracting Officer<br>American Embassy<br>Av. das Forças Armadas<br>1649-044 Lisboa<br><br>Phone 21 770-2500      Fax: 21 727-4683  |  |                                 | CODE                |  | 7. ADMINISTERED BY (If other than Item 6)<br>CODE          |                                |  |
| 8. NAME AND ADDRESS OF CONTRACTOR (NO., street, city, county, State, and ZIP Code)  |  |                                 |                     |  | 9a. AMENDMENT OF SOLICITATION NO.<br><br>S-PO500-08-R-0001 |                                |  |
|   |  |                                 |                     |  | 9b. DATED (SEE ITEM 11)<br><br>November 30, 2007           |                                |  |
|   |  |                                 |                     |  | 10a. MODIFICATION OF CONTRACT/ORDER NO.                    |                                |  |
|   |  |                                 |                     |  | 10b. DATED (SEE ITEM 13)                                   |                                |  |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS   |  |                                 |                     |  |  |                                |  |
| <p>[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [X] is not extended</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers.</p> <p><b>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b> If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p> |  |                                 |                     |  |  |                                |  |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required)   |  |                                 |                     |  |  |                                |  |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,<br>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.   |  |                                 |                     |  |  |                                |  |
| A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  |  |                                 |                     |  |  |                                |  |
| B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)  |  |                                 |                     |  |  |                                |  |
| X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  |  |                                 |                     |  |  |                                |  |
| D. OTHER (Specify type of modification and authority)   |  |                                 |                     |  |  |                                |  |
| E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return <u>1</u> copies to the issuing office.  |  |                                 |                     |  |  |                                |  |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)   |  |                                 |                     |  |  |                                |  |
| Section C – Description/Specifications/Work Statement   |  |                                 |                     |  |  |                                |  |
| C. 17. Tennis Courts – was added to this section  |  |                                 |                     |  |  |                                |  |
| Section E – Inspection and Acceptance   |  |                                 |                     |  |  |                                |  |
| E.3 Quality Assurance Surveillance Plan (QASP) – PWS Para C.1 thru C.17   |  |                                 |                     |  |  |                                |  |
| Change sheets (Pages 11 and 13 that follow may be substituted into the solicitation.  |  |                                 |                     |  |  |                                |  |
| Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.  |  |                                 |                     |  |  |                                |  |
| 15A. NAME AND TITLE OF SIGNER (Type or print)   |  |                                 |                     | 16A. NAME OF CONTRACTING OFFICER<br>James P. Stover  |  |                                |  |
| 15B. NAME OF CONTRACTOR/OFFEROR<br><br>BY _____<br>(Signature of person authorized to sign)   |  | 15C. DATE SIGNED                |                     | 16B. UNITED STATES OF AMERICA<br><br>BY <br>(Signature of Contracting Officer) |  | 16C. DATE SIGNED<br>12/10/2007 |  |

C.16.3 Wash back porch at the CMR twice a week

C.16.4 Wash back porch and patios of the DCMR twice a month.

C.17. Tennis Courts

C.17.1 At the Chancery - blow the leaves three times per week

C.17.2 At the CMR – blow leaves three times per week.

## SECTION E - INSPECTION AND ACCEPTANCE

### E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also the full text of a clause may be accessed electronically at:

<http://acquisition.gov/far/index.html> or, <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an Internet "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

### FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.246-4 INSPECTION OF SERVICES - AUG 1996  
FIXED-PRICE

52.246-6 INSPECTION - TIME-AND- MAY 2001  
MATERIAL AND LABOR-HOUR

### E.2 APPLICABILITY OF INSPECTION CLAUSES

FAR clause 52.246-4, Inspection of Services - Fixed-Price, applies to services provided under Standard Services. FAR clause 52.246-6, Inspection--Time-and- Materials and Labor-Hour, applies to services provided under Temporary Additional Services.

E.3 Quality Assurance and Surveillance Plan (QASP). This plan is designed to provide an effective surveillance method to promote effective contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to conduct quality assurance to ensure that contract standards are achieved.

| Performance Objective   | PWS Para         | Performance Threshold   |
|---|------------------|---|
| <b>Services.</b><br>Performs all gardening services set forth in the performance work statement (PWS) | C.1 thru<br>C.17 | All required services are performed and no more than one (1) customer complaint is received per month |